

SECRET

To: All School and
Staff Chiefs

Fr: DTR

OTR STAFF MEETING -- 23 September 1966

1. DDS Staff Meeting - 20 Sept 66 -- DTR Attended

a. Presentation by [REDACTED] was very impressed with the contribution of the Support Services and also with the CTs assigned to the Station. He divided the Station activities as 1/3 [REDACTED]

b. Curb on Government Spending. President Johnson wants spending held down for the next 3 to 4 months -- includes procurement, construction, travel, filling unfilled positions, eliminating or cutting down overtime -- to try to prevent the flow of government money into the private sector to limit the purchasing power in the domestic market.

c. New DDCI. The appointment of Admiral Taylor was brought up at both Staff Meetings -- the news was phoned to DD/S during his Staff Meeting. Comments: The selection could not have been better. He is knowledgeable of USIB, "old shoe type," extremely easy to get along with, very sharp, intelligent, and not superficial. OTR should prepare to brief him -- review transparencies.

d. DDS Historical Board. The Support Services will establish a 3-man historical Board similar to the DDP Board formerly headed by [REDACTED] and now by the DTR. Each office is to nominate a senior old-hand to serve occasionally part-time; OTR nominee probably [REDACTED]. Each office is to prepare its historical record and keep it up to date -- not statistics but principal events and special activities. New programs should cite external and internal authorities (Federal Training Act or internal regulation). We will pick up retirees to assist on a full-time basis and allow those retiring time off prior to retirement to cover their part of the history. (ACTION: [REDACTED] to determine who should be OTR honcho.)

e. OTR Major Accomplishments FY 66 and 67. The DCI and the Exec-Dir want a briefing on our major accomplishments for FY 66 and 67 as well as our plans for FY 67 and 68 by the end of October or the beginning of November. The DD/S wants a topical outline with a one or two sentence description from each office by 27 September. DD/S is not certain whether or not he will give the entire briefing. (PPS is working on this. DTR would like to review it by Monday afternoon.)

f. Support Services Review Course. Compliments on first running. [REDACTED] suggested we should be more relaxed in our approach and not so puritanical -- perhaps have two evenings free. For the next running either the DD/S or ADD/S will be there. [REDACTED] is planning to have the DD/S there for one evening. Grade qualifications will be changed to GS 12-15 from GS 9-15.)

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

25X1A g. Paper-work Management Awards. Twenty winners will be presented awards on 27 September at the Shoreham 6:30 -- dinner and award \$8.25 per person. [REDACTED] is being presented an award.

h. Security Violations. Security slumped to a new low. DDS had 11, of which three were charged to OTR.

2. DDP Staff Meeting - 21 Sep 66 -- DDTR Attended

a. Personnel Assignments

25X1A [REDACTED]

b. Personnel Papers. DD/P asked that all personnel papers go through OPSEER before reaching his office.

c. Returning COS's. FitzGerald emphasized all returning COS's will definitely be routed to the 7th floor, especially to see the new DDCL.

d. Info on American Citizens. We must not give out information on American citizens to anyone including the US Government, unless we have first carefully checked with the 7th Floor.

25X1C [REDACTED]

4. Contract Employees -- Payroll Deductions. DTR brought up at the DDS Staff Meeting the fact that contract employees were not allowed to have contributions to UGF or buying of bonds deducted from their paychecks and this had a bad effect on the morale of the employees. This will be investigated.

25X1A 5. CT Program. DDS approved the three-cycle program and course changes at [REDACTED] Bannerman pointed out this represented a fine example of increasing capabilities using existing resources. PPS has prepared a 2-yr chart of CT course schedules for both Headquarters and [REDACTED] DTR wants the Sov/ChiCom Course checked out with the CS to see if it is necessary at all. ACTION: C/OS and C/PPS

25X1A 6. Rapid Reading Course. ACTION: Registrar DTR was approached by [REDACTED] on this subject. DTR wants this looked into seriously. Maybe OTR should do something along this line.

SECRET

SECRET

7. Briefing Outside Groups. The DCI wants us to be more responsive to briefing outside groups and is even willing to have high school groups talked to. OTR will be working with Bannerman drawing up a master list of speakers that will be available.

25X1A 8. Training Committee, SIG. [REDACTED] has set up a Training Com-
25X1A mittee under the Senior Intelligence Group. [REDACTED] will be our
working board member.

25X1C 9. Kudos on Training Overseas. We received a glowing report from the
[REDACTED] work there. DTR ticked off names of
various OTR officers who have received similar praise on their recent over-
seas assignments.

10. Report on Management Training. DTR would like to have a consolidated
report on management training for FY 66 internal and external, to include
such data that could be sent to the four Deputy Directors along with a personal
note to each component -- something decent yet honest. ACTION: Support School

11. Equal Employment. Dave Powell, Equal Employment Officer, discussed
the problem with Registrar. Perhaps it can be cranked lightly into some OTR
courses such as Support Services, Intelligence Review and Management.

25X1A 12. [REDACTED] Retirement. [REDACTED] will be retiring in a few weeks.
25X1A [REDACTED] will be his replacement.
25X1A

25X1A 13. Intelligence Review. (ACTION: [REDACTED] see DTR) C/OS said Tom
25X1A [REDACTED] was agreeable to one day's expansion of CS coverage in the
Intelligence Review Course to satisfy the need for non-CS people returning
from overseas.

25X1A 14. DDI Coverage in OTR Courses. [REDACTED] is reviewing Ops School
courses to be sure there is proper DDI coverage. He will be reviewing other
OTR courses.

25X1A 15. Lack of Reference Facility. (ACTION: Registrar) [REDACTED] reported on
this problem. DTR asked [REDACTED] to investigate the possibility of getting a
reference librarian assigned to OTR. 25X1A

SECRET